**School District Process for obtaining accessible instructional materials (AIM)**

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| Question | Evidence | Date Completed |
| 1. Has the IEP team determined that AIM is needed? | Documentation of need for AIM in the IEP  • PLP  •Supplementary Aids & Services  List textbooks and other core instructional materials that the student needs on the “Book Request” form. |  |
| 2. Are the textbooks and core instructional materials that the student needs available in an appropriate alternate format? | • BEEP  • CD version of text  • RFB&D  • Bookshare  • NIMAS  • Publisher format  • Scanned at school |  |
| 3. Is the student eligible to receive files from the NIMAC? | *Student Eligibility* form in the student’s file Eligibility record kept with ESE File and Cumulative folder |  |
| 4. Would the student benefit from an alternate format of core curricular materials? If so, which one(s)? | A Broward County Learning Media Assessment and/or other assessment documents must be completed. |  |
| 5. Has the documentation from the school for NIMAS-eligible students been verified by a digital rights manager? | Completion of NIMAS/FL registration form by Digital Rights Manager |  |